

Educational Costs and Business Regulations

Summary of Program Costs for the Academic Year 2003-2004

Tuition per credit	\$170.00
Application fee, non-degree-seeking	20.00
Application fee, degree-seeking	20.00
Program fee, degree-seeking	65.00
Mandatory fees per course	5.00
Portfolio credit	85.00
Teacher Perceiver	170.00

There may be additional costs associated with certain courses for text books, materials, laboratory fees, and computer access charges.

Business Regulations

A student is not eligible to attend classes until his/her registration has been approved by the Registrar and the Vice President for Financial Affairs.

Full payment for courses is due on or before registration preceding each term, unless a deferment plan has been authorized by the Business Office at least two weeks prior to registration. Deferments are authorized for students on financial aid, if it appears that their whole balance will be covered by federal grants or loans, and for students who receive reimbursement from their employers.

Registration may be refused for any student whose previous term account is not in good order. No refund of charges is made to a student suspended or dismissed from college. Registration may be canceled for students delinquent in their payments.

A finance charge of one percent per month, or a late fee of \$15 per month, may be added to all unpaid accounts after the 25th day of the month. At the discretion of the administration of Doane College, a student may be suspended for non-payment of his/her indebtedness.

A transcript or diploma is not issued to a student who has failed to pay off any indebtedness to Doane College. At the discretion of the

Vice President for Financial Affairs, a transcript may be released to a currently enrolled student entering graduate school or a professional school who has a balance on his/her account, provided the student is current with the payment plan.

Official Business Day

The college's official business day, as defined for federal financial aid delivery purposes, is 8:30 a.m. to 3:00 p.m., Central time.

Cross Enrollment

In rare instances, students are permitted to cross-enroll between the Lincoln/Grand Island and Crete campuses, with permission of the Vice President for Academic Affairs and the Dean of Undergraduate Studies. A cross-enrolled student must pay all costs, including tuition, associated with enrollment at other than his/her main campus. Directed Study and Internship courses can be offered only from a student's home campus.

Refunds

Registration constitutes a financial contractual agreement between Doane College and the enrollee.

If a student withdraws from college prior to the official start of a term, all tuition and fees are refunded. After the term begins, a student who withdraws is refunded a portion of tuition and fees for all classes in which the student has enrolled on or after census day. (Census day is listed on the college calendar as the last day for registration.) The amount of the refund and the manner in which it is calculated depends upon the student's status at Doane College.

For a student who is not receiving Federal Title IV student financial aid and is not a first-time attendee at Doane College, the refund is determined by the number of days that have passed from the official beginning of a term according to the following schedule:

0-7 days:	100%
8-15 days:	25%
After 15 days:	0%

Tuition and fee refunds are generally based on the last documented date of attendance or official withdrawal date. For a student who does not officially withdraw, refunds are generally based on the last date of class attendance.

After census day, no refund is made unless a complete withdrawal occurs. Refunds are not made for students dropping credits or

classes, or students dropping from full-time to part-time status. Students adding credits after census day need to pay additional tuition for these credits.

Under very special circumstances, the policy for refund of tuition may be waived. If a student's work schedule is changed and the change makes class attendance impossible, the student may petition the Vice President for Financial Affairs for refund of tuition. That petition must be accompanied by a letter from a work supervisor to verify the schedule change. If the student or a member of the student's immediate family develops a serious illness which makes class attendance impossible, the student may petition the Vice President for Financial Affairs for refund of tuition. That petition must be accompanied by a letter from a doctor verifying the illness.

Federal law requires a specific calculation be used for those students who are Federal Title IV recipients, and who withdraw from the institution during the first 60 percent of the period for which they have been charged. (*Institutional costs are defined as charges that Doane College assesses a student for education expenses that are paid to Doane College directly.*) If a student drops after the 60% point in the enrollment period, the percentage earned is 100%. There is no refund, nor is there a calculation of Title IV Assistance earned. Doane College retains 100% of all charges.

The following education expenses are considered institutional costs:

- All charges for tuition, fees, room and board (if contracted with Doane College)
- Expenses for required course materials, if the student does not have a "real and reasonable opportunity" to purchase the required course materials from any place but Doane College.

The total amount of all institutional costs must be used in the calculation of a refund, including the calculation of unpaid charges, if they are specifically designated as excludable.

Excludable costs are defined as costs that the regulations permit Doane College to exclude from the total amount of institutional charges when calculating the refund. They include:

- An administrative fee
- Documented costs of unreturnable equipment
- Documented costs of returnable equipment, if not returned in good condition within 20 days of withdrawal.

Refunds are based upon the official start of the term and the withdrawal date. A term is defined as one complete eight-week period, including seminars. The official registration and withdrawal process must take place during the appropriate time frame for the student to be considered for a refund. In some cases the actual start date of a course may be after a refund is no longer available.

If a withdrawing student received federal financial aid, a portion of any refund calculated must be returned to the federal student aid program(s) used. Doane College restores funds to the student aid programs in the following order:

1. Federal Stafford Student Loan Program — unsubsidized, subsidized
2. Federal Perkins Loan Program
3. Federal Parent (PLUS) Loan Program
4. Federal Pell Grant Program
5. Federal Supplemental Educational Opportunity Grant (SEOG)
6. SSIG/SSAP
7. Doane College Grants/Scholarships
8. Outside Scholarships
9. Student

Funds are restored to each program up to the total amount disbursed for the term before any funds are replaced in the next program.